



**Office of the City Clerk
Room 202 City Hall
Albany, New York 12207
Phone: 518-434-5090
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Kathy M. Sheehan
Mayor

Danielle Gillespie
City Clerk

Going out of Business Application

\$27.50 (30 days)

1. Name of owner: _____

Address _____

2. Type of sale to be conducted and reason for conducting such sale

3. Start Date of Sale: _____ End Date of Sale _____

4. Place of sale (address): _____

5. Length of Time premises occupied by applicant _____

6. Nature of occupancy Lease _____ Rent _____ Owner _____

7. Means and types if advertising Radio _____ T.V _____ Other _____
(Attach Copy of Advertisement)

8. Complete detailed inventory list of goods to be sold. Must attach and submit with application!

9. Where was stock purchased or acquired:

10. How long has the applicant been the owner of the business:

Duties of License Holder

At close of business each day, must revise inventory list by checking off items.
Make no additions to inventory set forth in inventory attached to application.
Display license on premises

Applicant Signature _____

Title _____

Date: _____

Sworn to me:

This____ day of_____ 20____

Commissioner of Deeds/Notary